

DRAFT REQUEST FOR PROPOSAL (RFP)

NOVEMBER 20, 1999

WATERSHED COORDINATOR

The Russian River Watershed Council (RRWC) is seeking an experienced administrator to contract with RRWC as the local coordinator (coordinator). The coordinator is accountable to the RRWC and works under contract at its will and pleasure. The person selected will be responsible for implementing RRWC policies and directives, managing the day-to-day activities of the RRWC.

BACKGROUND

The budget for the fiscal year (FY) 2001 for administrative costs is \$220,000. The administrative costs will include the following:

- Salary and benefits for a RRWC Coordinator (who will be responsible for communication within the RRWC, representing the RRWC at meetings with public agencies and other organizations, preparing documents for RRWC meetings and gatherings; correspondence; program development, and other activities. These funds will also pay for the Coordinator's supplies, telephone, travel and approved purchases (such as a computer).
- For part-time clerical and accounting assistance.
- Rent for RRWC meeting places
- Fees for professional facilitators to conduct RRWC meetings.
- Printing, copying and mailings of RRWC materials.
- Purchase of books, periodicals and reports related to watershed issues for the research and implementation purposes of the RRWC.
- Approved travel so RRWC Members or the Coordinator may attend conferences and workshops, if funding is available.

INFORMATION

A coordinator will be selected on the basis of: (1) response to this RFP, which will include personal background and experience, as well as meeting the criteria of this RFP, (2) an interview process and (3) competitive budget submitted.

This position is considered to be a part time position. The selected coordinator will be expected to provide approximately 20 hrs. per week to perform prescribed duties at a rate of \$20-\$25 per hour.

Required Duties will include but not limited to:

The Russian River Watershed Council local coordinator will work with the RRWC members, agencies and the public to further the mission of the RRWC.

- The coordinator will attend and take minutes at workgroups and steering committee meetings or obtain minutes from designated RRWC members. All minutes will be posted on the RRWC website to be developed.
- The coordinator will ensure that RRWC members without access to the internet will be mailed or faxed a copy of requested information.
- The coordinator will be available to respond to RRWC members information requests on a regular basis.
- The coordinator will assist in preparation and presentation of printed and visual aides for RRWC meetings including GIS material.
- The coordinator will also attend public meetings, agency meetings and technical discussions to obtain information and data relevant to the RRWC.
- The coordinator will collect and coordinate the distribution of data required in the formation, analysis, scheduling and planning of RRWC activities, including tasks developed by the work groups and the Steering Committee.

- The coordinator will assist in writing grant proposals as designated by the work groups and the Steering Committee and approved by the RRWC.
- The coordinator will provide continuity and responses to requests for information from the RRWC, agencies and interested parties.
- The coordinator will prepare service requests to assign and fund tasks approved by the RRWC.
- The coordinator will work with necessary agencies and groups to write, process and implement contracts approved by the RRWC.
- The coordinator will be ready to present RRWC supporting documentation at meetings/conferences held for other groups or agencies at the request of the RRWC.
- The coordinator will at the request of the RRWC facilitate RRWC meetings and Steering Committee meetings.
- The coordinator will facilitate the forming of the non-profit legal entity for the RRWC

Required Qualifications:

- Ability to impartially administer the will of the RRWC
- Experience in dealing with, facilitating, and communicating to diverse groups for consensus goals
- Organizational and computer skills to disseminate information accurately within minimum time constraints
- Ability to present complex information accurately in an easy to understand manner to a group with diverse background.
- Knowledge of local watershed issues and players

Additional desired qualifications:

Background in, Biology, Ecology, Geomorphology, Hydrology and other related sciences
 Knowledge of Geographic Information Systems and related technology
 Grant writing skills

Application and selection process:

Applicants will be required to submit a resume of experience and background with addresses and phone numbers of three references to substantiate the resume.

Additionally, applicants must submit a 2 to 3 page plan stating in detail how they will perform the duties described and provide services required. Resume and plan will provide the first screening by a Selection Committee.

Successful applicants of the first screening will be asked to attend an interview by a Selection Committee. Selected applicants will be requested to submit a budget at the time of the interview. Applicants will be given an equal amount of time to present their plan with budget.

The three top applicants (or amount designated by a Selection Committee) will be asked to make a presentation before the full RRWC.

Preferred ranking will be made by a vote of the full RRWC. Final decision will be made after background checks are done.

Review of contract position:

Periodic six-month review will be done by Steering Committee. RRWC reserves the right of uncontested dismissal for non-performance of contractual or required duties of the coordinator.